

## CY 2002-2004 IV-E/SSF Local Plan Document

### I. Plan Cover Sheet and Contact Persons

Identify the county or tribal area served by the program, the local agency submitting the plan and what programs are covered by the plan. Indicate the appropriate local contact persons.

**County Served by Program:** \_\_\_\_\_

**Agency Submitting Plan:** \_\_\_\_\_

**Programs included in plan:**

☐ Safe and Stable Families (formerly Family Preservation and Support)

☐ Title IV-E Incentive Funds

**Note: Check both boxes if submitting a combined plan.**

**If combined plan, list other agencies involved (if applicable):**

\_\_\_\_\_  
\_\_\_\_\_

**Local Program Manager:** \_\_\_\_\_

Agency:

Address:

City/Zip:

Phone:

Fax:

Email:

**Local Fiscal Contact:** \_\_\_\_\_

Agency:

Address:

City/Zip:

Phone:

Fax:

Email:

**Person Who Wrote Plan:** \_\_\_\_\_

Agency:

Address:

City/Zip:

Phone:

Fax:

Email:

## II. Program Assurances and Questions

### Assurances:

- ☐ **IV-E.** 50% of the IV-E Incentive funds will be spent on services to children and their families who are at risk of abuse or neglect to prevent the need for child abuse and neglect intervention services.
- ☐ **IV-E.** The county will maintain its non-supplanting, maintenance of effort expenditure level, as required by DCFS Memo 98-02.
- ☐ **SSF.** A minimum of 25% of the SSF funds will be spent in each of the following categories of services – Family Support, Family Preservation and Family Reunification - and for appropriate services within those categories.
- ☐ **SSF.** The list of the SSF planning committee members included in this plan reflects the current membership of the committee.
- ☐ **Both.** The contract recipient agency has processes in place with subcontract agencies to ensure compliance with the IV-E and SSF minimum expenditure requirements.

Comments on assurances (if any):

### Narrative Questions:

1. **Both.** Program Goals From Local Child Welfare Assessment Process.

Counties recently completed assessments of their local child welfare programs. Please list major program goals or needs identified in the local assessment. Describe in general how IV-E and/or SSF funds will be used during the 2002 – 2004 period to address those goals/needs. The four goal areas correspond with the four major themes covered in the assessment. Use additional space as needed to respond.

#### Child Safety Goals:

How will IV-E or SSF funds be used to address these Safety goals?

### Permanency Goals

How will IV-E or SSF funds be used to address these Permanency goals?

### Out-of-Home Care Goals

How will IV-E or SSF funds be used to address these OHC goals?

### Child and Family Well Being Goals

How will IV-E or SSF funds be used to address these Well Being goals?

2. **Both.** Describe the local referral process used to enable children and families currently receiving child protective and/or out-of-home care services from the county child welfare agency to receive services from the IV-E or SSF service provider agencies. Describe how the IV-E or SSF service providers coordinate with the county child welfare program to deliver program services to families being served by the county child welfare program.

3. **Both.** Describe the procedures used by the county to monitor the quality of IV-E and SSF program services provided by subcontracted service providers. Describe if subcontracted service providers submit progress reports, program evaluations, customer surveys or other information to allow the county to assess the effectiveness of program services. Explain how the county works with subcontracted service providers to improve the quality of services.
4. **Both.** Describe any technical assistance you would like from DCFS for IV-E or SSF program operation in CYs 2002 through 2004. For each technical assistance need, please list the specific type of assistance needed and a specific contact person for DHFS to follow-up with.

Need #1:

Contact person:

Need #2:

Contact person:

## 5. SSF Program Local Planning Committee

Complete the following table or submit comparable information listing the current members of the SSF local planning committee. Please indicate which person(s) serve as the chair or co-chairs of the committee.

Committee Name:

Frequency of Meetings:

Describe if the committee performs planning or coordination functions for other programs:

List the current members of the committee, including their agency and the program area or perspective (i.e. child welfare agency, education, health care, foster parent, etc.)

Name and Title	Agency	Program Area/Perspective

Expand the table as necessary to add more members.

### III. SSF IV-E Project Descriptions

Complete a separate Project Description Sheet for each project funded with SSF or IV-E Incentive funds. Use the following format for each project description. The format can be adapted to meet local agency needs, but the Project Description Sheets submitted by agencies must include the items specified in the format. The responses to the specific items should be done on the Project Description Sheet where indicated and the response spaces can be expanded as necessary to include the agency's full response to the items.

Each project should have a corresponding entry in the IV-E/SSF Project Budget Table.

For detailed instructions on how to complete the Project Description sheets, please refer to the IV-E/SSF Plan Instructions for 2002-2004 plans. The Plan Instructions include the Attachments that specify the options for the Target Population and Service Category parts of the Project Description sheet.

The Project Descriptions are designed to provide information on who the customers are and how projects will be operated so that appropriate Performance Targets can be established for projects. It is important that all projects have Performance Targets so that projects are focused on making a difference in the lives of children and families and a difference in the community in which those families reside. With the limited resources available through the IV-E Incentive and SSF programs, it is important that those resources be invested wisely in projects and services that will make a difference.

**Investor Targets:** The Department of Health and Family Services is interested in investing IV-E and SSF program resources in projects with performance targets that will improve outcomes in the areas of child safety, permanence, and child and family well being. Specifically, IV-E and SSF programs should achieve results that:

- Strengthen families,
- Prevent family dissolution
- Reunite families,
- Protect children
- Promote self-sufficiency
- Assure permanent, stable homes for youth.

The following information illustrates how to establish performance targets. Additional guidance is contained in the 2002- 2004 IV-E/SSF Plan Instructions.

## Defining Performance Targets

### The five qualities of a Performance Target

1. Observable and Verifiable
2. Bound in Time
3. Reflects a change in the customers behavior or condition
4. Doable with a stretch
5. Answers the question; "What is success?"

### Steps to setting a Performance Target:

1. Identify the desired areas of customer change
2. Define a "no-program" baseline
3. Target the degree of customer change
4. Define ways to verify results

### Creating a target statement:

1. Establish the time frame: *"For program year 2002..."*
2. State the customer baseline; *"of the 50 customers currently participating in the parent education program ..."*
3. Describe the degree of change; *"30 will demonstrate positive discipline and nurturing techniques for at least 3 months or more"*
4. Define the verification method; *including documenting periodic observations from caseworkers, teachers, day care providers, and/or other family or community members that interact with the family.*

How the program/agency defines "success for a customer" is what constitutes their performance target. Once the program/agency has identified its performance target, the investor can decide if the performance target is something in which they wish to invest. Another factor that will determine if a program/agency is choosing an appropriate performance target is their program design. The program design and opportunity to impact the behavior of customers will determine the potential to achieve the performance target. Targets, program design, and corresponding service strategies must all be considered together.

**Example :** The following is an example of a measurable and verifiable result and how it might be measured. The primary unit of service for this outcome-based approach is individuals served.

<b>Target Population/Customers: Families in crisis</b>	<b>Outcome Statement: Families served are stabilized and strengthened</b>
<b>Service Category: Family Reunification</b>	
<b>Product: Home Visits</b>	
<b>Outcome Measure: Number of families that are stabilized</b>	
<b>Performance Target</b> 1) Of the 50 families in crisis served, 25 will increase parental involvement in children’s school activities in at least one of the following ways: <ul style="list-style-type: none"><li>▪ Volunteer 2 x’s in 3 months</li><li>▪ Attend all parent/teacher meetings</li><li>▪ Attend at least 2 extra-curricular events</li></ul> 2) Of the 15 families served intensively, 12 will establish 3 goals that contribute to family stability (defined by agency and/ or customer) and complete at least two goals within one year.	<b>Data Source/ Verification</b>  Specific evidence to verify the attainment of the Performance Target can be verbal, written, observable or documented.  Sources of verification are customers, family members, professionals, or community members that interact with the customer(s).

## **IV-E/SSF Project Description**

**Program:** IV-E, SSF or combined

**Project Name:** Brief name for the project

**Key Contact Person:** Who is primarily responsible for managing the project and reaching the performance targets? List name, title, address, phone, fax and email information.

**Customer Profile:** Define the target population for the project, including the behavior and characteristics of the customers you will serve.

**Target Population:** Identify the Target Population (General Public, Abused or Neglected Children, etc.) from Appendix 1 to the Plan Instruction

**Customer Characteristics:** Describe the specific behaviors and characteristics of the customers the project will serve:

**Customer Profile:** Profile two or three customers typical of those to be served.

**Project Description:** Describe the services or product that will be provided by the project. Specifically, address the following points:

**Service Category:** Specify the service category (Family Support, Family Reunification, etc.) from Appendix 2 to the Plan Instructions.

**Products:** Describe the actual services or product that will be provided by the project to the customers. Describe the essential elements of the project and the strategies used to deliver the product.

**Service Providers:** Describe what service providers will be used to deliver the product to the customer. What areas of the county will these providers serve? What capacity and experience do the providers have to deliver the product?

**Customer Access:** Indicate how customers will be made aware about the product and the referral mechanism that will be used to connect customers with the service providers.

**Local Program Financing:** Describe how the project is financed, i.e., how the IV-E or SSF funds support the project. How are the providers funded or reimbursed for their product? For subcontracts, describe how the subcontracts are awarded to providers.

**Level of Service:** Indicate the number of customers that will be served or units of service that will be provided annually. Indicate the planned level of service for 2002 and note whether the level of service will change in future years.

**Duration of Service:** Describe how long customer are typically served by the project, i.e. what is the average length of time that customers receive services or participate in project activities.

**Performance Targets and Outcome Measurement:** Describe the outcome(s) that the project is designed to achieve, the specific performance targets and how performance will be verified. Customers may be individuals, families, agencies, or communities.

**Outcome Statement:** Describe the ultimate objective or result(s) that the project is designed to achieve for the customers. What overall impact will the project have with the customers?

**Performance Targets:.** Describe the specific result(s) the project will achieve for the customers. Performance targets are the specific changes in customer behavior, condition or satisfaction that will be achieved by the project. Identify at least one specific performance target for the project.

**Outcome Measures:** Identify an outcome measure for each project. Outcome measures assess the results, effects or impact of a program's success. They describe observable,

measurable characteristics or changes that represent achievement of an outcome. The outcome measure should be consistent with the performance target.

**Milestones:** Specify those critical behaviors or conditions you would look for that demonstrate engagement, enrollment and changes that indicate progress toward the Performance target you set. Milestones focus on the customer's response to the product or services rather than on the implementor activity.

**Verification/Data Source:** Specify how the project will verify achievement of performance targets. Describe the data sources (customer, service providers or intermediaries) that will be used to verify results.

#### IV. IV-E/SSF Project Budget Table

Note: All projects listed should have a project description in Section III of the plan.

Service Category / Project Name	IV-E Funding Amount	SSF Funding Amount	Other Funding Amounts (List the Source)	Total Project Funding	New (N) or Continued (C) Project
<b>Family Support</b>					
<b>Family Preservation</b>					
<b>Family Reunification</b>					
<b>Post-Placement Services</b>					

<b>Service Category / Project Name</b>	<b>IV-E Funding Amount</b>	<b>SSF Funding Amount</b>	<b>Other Funding Amounts (List the Source)</b>	<b>Total Project Funding</b>	<b>New (N) or Continued (C) Project</b>
<b>Youth Development</b>					
<b>Independent Living</b>					
<b>Other Services</b>					
<b>Staff/Training</b>					
<b>WiSACWIS</b>					
Spend in CY 2002					
Spend in future years					
<b>Program Administration</b>					

Note: Expand the table as necessary to list all SSF and IV-E projects,

## Budget Summary Tables for Section IV:

### IV-E Incentive Funds

IV-E Incentive Funds	Total Amount	Abuse/Neglect	Flexible Funds
1. CY 2002 Allocation			
2. Estimated Carryover Funds from 2001			
3. Total IV-E Funds Available in CY 2002			
4. Abuse/Neglect Services Per Project Budget Table			
5. WiSACWIS Implementation		(*)	

The amount on line 4 for services to prevent abuse and neglect must be equal to or greater than the total amount of IV-E funds available in 2002 that must be used for abuse/neglect services.

Note: (\*) Authority to use IV-E funds in the abuse/neglect category for WiSACWIS implementation is contingent on final approval of the 2001-2003 budget bill language.

### SSF Funds

SSF Program Funds	Minimum Amount	Planned Amount Per Budget Table	% of Total Funds
Family Support			
Family Preservation			
Reunification			
Total Program			

Local agencies must use a minimum of 25% of their SSF funds in each of the three categories.

Footnotes on Summary Tables:

- 1.
- 2.

**V. Signature Page for 2002-2004 Plan**

**Contract Recipient Agency:**

Name\_\_\_\_\_Date\_\_\_\_\_  
*Signature*

Name/Title \_\_\_\_\_

Agency\_\_\_\_\_ County\_\_\_\_\_

**Lead Agency for Program:**

Name\_\_\_\_\_Date\_\_\_\_\_  
*Signature*

Name/Title \_\_\_\_\_

Agency\_\_\_\_\_ County\_\_\_\_\_

=====

**Other Signatures for Combined Plans:**

Name\_\_\_\_\_Date\_\_\_\_\_  
*Signature*

Name/Title \_\_\_\_\_

Agency\_\_\_\_\_ County\_\_\_\_\_

**\*\*\*\* Add More Signature Lines If Needed \*\*\*\***